

MEMORANDUM

8 July 1947

TO : Chief, Personnel Division  
Att: Mr. [ ]

25X1A9A

FROM : Assistant Chief, Finance Division

SUBJECT: Establishment of the Position of Administrative Officer at [ ]

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As a result of the conference of interested officials held on 7 July 1947, and in response to your verbal request, I wish to briefly outline the duties and responsibilities which will be required of the incumbents of the positions of Administrative Officer at each of the [ ] installations involved. The following summary of duties and responsibilities is exclusive of those which more directly involve activities pertinent to the Personnel and Services Divisions.

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Under the general supervision of the Chief of Mission and in response to the technical direction of the officials of the Finance Division, Washington, D. C., the Administrative Officer will perform the following:

1. Direct the preparation of payrolls and the maintenance of related records applicable to both Civil Service and native personnel.
2. Issue civilian travel authorizations and transportation requests and where necessary, coordinate with applicable military officials and maintain pertinent accountability records.
3. Maintain time and attendance reports, leave records, night and overtime work reports and make payments and/or reports in accordance with directives from the Finance Division, Washington, D. C., Civil Service regulations, Comptroller General Decisions and applicable laws and statutes.
4. Examine and certify in accordance with Public Law 389 all vouchers and associated documents covering payments to employees for living and quarters allowances, reimbursements to vendors and contractors, and remittances furnished to agencies of foreign governments in accordance with written agreements between such agencies and CIG.

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5. Effect adjustments and collections and schedule remittances to the Disbursing Officer and submit appropriate reports to the Finance Division with respect to such transactions.

6. Furnish explanations as requested and justifications to the Washington Finance Division in order that questions presented by audit representatives of the General Accounting Office may be satisfactorily answered.

7. Schedule and process in accordance with agency requirements, Treasury Department regulations, and the instructions of the local Disbursing Officer, all accounts involving funds appropriated and/or available to CIG.

8. Handle all petty cash transactions in accordance with General Accounting Office regulations and instructions issued by the appropriate administrative divisions of CIG in Washington.

9. Perform on his own initiative the necessary fiscal functions to permit compliance with local laws and customs and furnish the Washington Finance Division with all necessary information to permit proper post audit of all applicable accounts.

10. Maintain obligation register by objects of expenditure, including a current record of cash expenditures for the purpose of controlling funds in accordance with both allotments and transfers initiated by the Washington Finance Division, and submit a request for revisions in allotments of funds or transfers of cash to meet current and future needs.

11. Prepare and submit on behalf of the field installation through the Chief of Mission, quarterly and annual budgetary requirements and all explanations or justifications therefor.

12. Prepare and furnish the Washington Finance Division with current and projected obligations by objects for all items of reimbursement under the provisions of Letter AGO-400 and other financial transactions with U.S. Government agencies which may be ultimately handled on a reimbursement basis by the central offices in Washington, D. C.

13. Maintain fiscal liaison with the Chief Disbursing Officer, officials of the American Embassy and other U.S. Government agencies to the extent that consistent procedures and practices will be followed by all Government finance representatives in the area, and furnish the Finance Division, Washington, D. C. with appropriate recommendations or suggestions regarding such procedures and practices.

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14. Prepare for the concurrence of the Chief of Mission, and submission to the Washington Office for final approval, schedules pertaining to quarters deductions, transportation of native employees to meet special local requirements and other needs of a technical or special nature affecting the Mission's financial transactions.

15. Develop special fiscal methods, systems and procedures as local conditions may require for the approval of the Chief of Mission, and the concurrence, where necessary, of the Finance Division, Washington, D. C. This will include the installation of procedures in respect to requests from the Finance Division to meet security requirements or adaptation to processes which have been worked out in coordination with the Treasury Department and the General Accounting Office.

The above summary of responsibilities and functions applicable to those in an administrative position at [ ] installations, does not include numerous administrative duties which would be required of the incumbent, including those applicable to procurement, contracting, transportation, hiring of personnel, transfers of official station, etc., which are more appropriately activities pertaining to the Services and Personnel Divisions. It is also anticipated that this individual would perform many other administrative activities under the general direction of the Chief of Mission, including contacts with officials of other U. S. Agencies and representatives of foreign governments.

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Assistant Chief,  
Finance Division

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